

**Position Description  
City of Terre Haute**

**Human Resources/Legal Administrator**

**Department: Legal**

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**Reports to: City Attorney**

**Content Revision Date: 06/24/2016**

**FLSA: Non-Exempt**

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**Summary:**

Provides administrative support to human resources function as needed (e.g. correspondence generation, record keeping, file maintenance, etc). Individual is responsible for telephone calls and receiving visitors. This position performs the typing of correspondence including dictation and legal documents, performs mail distribution, filing court documents, processing accounts payable vouchers and keeping the budget balanced. Other duties include maintaining legal files for easy retrieval and maintaining office supplies. Performs other related duties as assigned.

**Position Responsibilities (include but are not limited to the following):**

- Complete tasks as assigned by Corporation Counsel and City Attorney.
- Draft various pleadings in civil litigation proceedings.
- Prepare docket, subpoenas and court notices in ordinance violation City Court proceedings.
- Maintain ordinance violation proceeding folders.
- Initiate collection proceedings for property damage to City-owned property, including the filing of small claims.
- Initiate collection proceedings for unpaid parking tickets and unpaid ordinance violations, including the filing of small claims.
- Prepare appropriations and resolutions for budgetary matters before the City Council.
- Draft general ordinances for the City Council to amend the *Terre Haute City Code*.
- Performs benefits administration to include enrollment, claims resolution, change reporting, reconciling and approving invoices for payment, and communicating benefit information to employees.
- Create and maintain confidential employee insurance files
- Inform the controller's office through the established process of all deduction(s) to be made in regards to benefits
- Keep up to date benefits materials for personal and employee reference
- Maintain close contact with benefit providers to ensure best coverage/options
- Ensure HIPAA and COBRA compliance
- Research and recommend benefit changes/additions
- Administer routine random drug & alcohol testing program

- Performs tasks related to FMLA (communication, documentation, tracking, etc.)
- Participates in developing Human Resource Department goals, objectives, and systems.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Maintains and coordinates employee recognition programs
- Maintains compliance with federal and state regulations concerning employment
- Maintains high standards of confidentiality
- Involved in additional projects, as assigned
- Performs other related duties as required and assigned

**Knowledge, Skills, and Abilities Required:**

- Excellent organizational skills.
- Excellent written and oral communication skills.
- Excellent administrative skills.
- Detail oriented.

**Minimum Qualifications:**

**Education/Training:** A Bachelors Degree, preferably in a business or legal related field, or equivalent experience.

**Experience:** 2 years combined Legal/Human Resources. At least one year of experience working with benefit packages, including but not limited to health, dental, life, Deferred Comp plans

**Working Conditions:** Office Setting

**Physical Requirements:**

- Ability to sit for extended periods of time.
- Finger dexterity required to manipulate objects and use a keyboard.
- Ability to see within normal parameters
- Ability to hear within normal ranges.
- Ability to extend hand(s) and arm(s).

**Position will remain open until filled**

**Internal Candidates** must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2324.

**How To Apply:** Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to: City of Terre Haute, Human Resources, 17 Harding Ave, Terre Haute, IN 47807

Confidential Fax: 812-244-2302    Email: [HR@terrehaute.in.gov](mailto:HR@terrehaute.in.gov)

*Applications will be accepted until the position is filled.*